

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: PY 2003-04 PARTICIPANT AND PERFORMANCE REPORTING

The purpose of this information bulletin is to provide instructions and important revised dates regarding the Program Year (PY) 2003-04 participant reporting under the Workforce Investment Act (WIA). These changes are required to comply with Department of Labor (DOL) guidance released in Training and Employment Guidance Letter (TEGL) 14-03, November 13, 2003. Also, this bulletin highlights the DOL release of the general parameters for the Employment and Training Administration's (ETA) implementation of the Common Performance Measures in TEGL 15-03, dated December 10, 2003.

ANNUAL REPORT CHANGES

In order to improve the timeliness of performance reports to Congress, the DOL has changed the due date for the Annual Report, required under WIA Section 136, to October 1. In previous years, the date was December 1. To accommodate this change and the lag in the availability of employer wage records, the DOL has changed the reporting cohorts for performance. To comply with both these DOL changes, the State must change the year-end participant and performance reporting timeline. Attachment 1 delineates the new performance cohorts. Attachment 2 highlights the changes in the participant reporting timelines.

In general, data that were previously measured on a program year basis (July to June) are now dropped back one quarter to April to March. The timeframe for the entered employment related measures is unchanged. However, the cohort for the retention measures is adjusted by two quarters. Previously the cohort for the retention measures has been exiters between October and September of the previous year. That cohort is now April through March. The client data for most measures is older and the Annual Report will no longer track outcomes for a single cohort of clients.

These changes to the performance time periods have been made to the annual performance calculations in the Job Training Automation (JTA) System (released February 5, 2004, Release 4.30). These changes are **not** directly related to the introduction of the Common Performance Measures.

COMMON MEASURES POLICY

The DOL has issued ETA definitions for the new Common Performance Measures in TEGL 15-03. Also, this guidance states that these measures will be implemented sometime in calendar year 2004; however, no specifics regarding the implementation timeline are provided. The TEGL indicates that additional guidance will be published in the Federal Register during the next few months. The Workforce Investment Division will keep you informed regarding any additional information we receive regarding implementation of the Common Measures.

If you have questions related to the changes discussed in this bulletin, please contact Jim Fitzgerald, Performance Management Unit, at (916) 654-8298. For JTA questions, please contact the Automation Customer Support Unit's Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachments

TEGL 14-03		
Time Periods to Be Reported in the WIA Annual Reports for PY 2003 and PY 2004		
	Annual Report PY 2002	Annual Report PY 2003
Due Date:	December 1, 2003	October 1, 2004
Reporting Item	Time Period (Exit Cohort) to Be Reported	
Total Participants	7/1/02 to 6/30/03	7/1/03 to 6/30/04
Total Exiters	7/1/02 to 6/30/03	4/1/03 to 3/31/04
Youth Diploma or Equivalent Rate	7/1/02 to 6/30/03	4/1/03 to 3/31/04
Skill Attainment Rate	7/1/02 to 6/30/03	4/1/03 to 3/31/04
Employer Customer Satisfaction	7/1/02 to 6/30/03	1/1/03 to 12/31/03
Participant Customer Satisfaction	7/1/02 to 6/30/03	1/1/03 to 12/31/03
Entered Employment Rate	10/1/01 to 9/30/02	10/1/02 to 9/30/03
Credential and Employment (Adults/Dislocated Workers) or Credential Rates (Older Youth)	10/1/01 to 9/30/02	10/1/02 to 9/30/03
Six Month Retention Rate	10/1/01 to 9/30/02	4/1/02 to 3/31/03
Six Month Earnings Change or Earnings Replacement	10/1/01 to 9/30/02	4/1/02 to 3/31/03
Younger Youth Retention Rate	10/1/01 to 9/30/02	4/1/02 to 3/31/03
Placement in Nontraditional Employment, Wages at Entry to Employment, Entry into Training-Related Employment	10/1/01 to 9/30/02	10/1/02 to 9/30/03
12-Month Retention	10/1/00 to 9/30/01	10/1/01 to 9/30/02
12-Month Earnings Change or Earnings Replacement	10/1/00 to 9/30/01	10/1/01 to 9/30/02

WIA PY 03-04 YEAR END PARTICIPANT REPORTING TIMELINE

